

Appendix B
(March 2004)

**SECURITY INVESTIGATIVE FORM REQUIREMENTS
INITIAL APPLICATION FOR CLEARANCE**

CLEARANCE OR CERTIFICATION	INVEST. REQ'D.	WAIVERS	FINAL POSITION DESIGNATION	TOTAL FORM & COPY REQUIREMENTS		PACKAGE ASSEMBLY REQUIREMENTS	
				FORMS	NUMBER OF COPIES REQUIRED	OFFICES/FORMS	COPIES
TOP SECRET (SCI)	SSBI (Preappointment)	None	SS	9-3056 SF-86 & 86A SF-87 Release to Obtain a Credit Report	Original & 2 Copies Original & 2 Copies Original Original	Office of Personnel Management SF-86 & 86A SF-87 Security Management Office 9-3056 SF-86 & 86A Release to Obtain a Credit Report Office of Financial Management 9-3056 Primary Special Security Officer NMD, 9-3056 SF-86 & 86A	Original Original Original Copy Original Copy Copy Copy
TOP SECRET	SSBI (Preappointment)	Director, USGS	CS	9-3056 SF-86 & 86A SF-87 Release to Obtain a Credit Report	Original & 1 Copy Original & 1 Copy Original Original	Office of Personnel Management SF-86 & 86A SF-87 Security Management Office 9-3056 SF-86 & 86A Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Original Copy

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				FORMS	NUMBER OF COPIES REQUIRED	OFFICES/FORMS	COPIES
DOE "Q"	SSBI (Preappointment)	Director, USGS	CS	9-3056 SF-86 & 86A SF-87 DOE F 5631.18 Release to Obtain a Credit Report	Original & 1 Copy Original & 2 Copies Original Original & 1 Copy Original & 1 Copy	Office of Personnel Management SF-86 & 86A SF-87 Security Management Office 9-3056 SF-86 & 86A DOE F 5631.18 Release to Obtain a Credit Report Department of Energy SF-86 & 86A DOE F 5631.18 Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Copy Original Copy Original Copy Copy
DOE "L"	ANACI Or BI (DOE "L" + High Risk) (Preappointment)	USGS SMO	NCS or CS (DOE "L" + High Risk)	9-3056 SF-86 & 86A SF-87 Position Designation Record DOE F 5631.18 Release to Obtain a Credit Report	Original & 1 Copy Original & 2 Copies Original 1 Copy (if applicable) Original & 1 Copy Original & 1 Copy	Office of Personnel Management SF-86 & 86A SF-87 Security Management Office 9-3056 SF-86 & 86A DOE F 5631.18 Position Designation Record Release to Obtain a Credit Report Department of Energy SF-86 & 86A DOE F 5631.18 Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Copy Copy Original Copy Original Copy Copy

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				FORMS	NUMBER OF COPIES REQUIRED	OFFICES/FORMS	COPIES
SECRET	ANACI Or BI (Secret + High Risk) (Preappoint- ment)	USGS SMO	NCS Or CS (Secret + High Risk)	9-3056 SF-86 & 86A SF-87 Position Designation Record Release to Obtain a Credit Report	Original & 1 Copy Original & 1 Copy Original 1 Copy (if applicable) Original	Office of Personnel Management SF-86 & 86A SF-87 Security Management Office 9-3056 SF-86 & 86A Position Designation Record Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Copy Original Copy
HIGH RISK FOR CONTRACTORS: • IT • OTHER	BI (Post- appointment within 14 days)	N/A	HIGH RISK	9-3056 SF-85P & 86A FD-258 9-3058 (if applicable) Release to Obtain a Credit Report	Original & 1 Copy Original & 1 Copy Original Original Original	Office of Personnel Management SF-85P & 86A FD-258 Security Management Office 9-3056 SF-85P & 86A 9-3058 Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Original Original Copy
MODERATE RISK FOR CONTRACTORS: • IT • OTHER	MBI or LBI (Post- appointment within 14 days)	N/A	MODERATE RISK	9-3056 SF-85P & 86A FD-258 9-3058 (if applicable) Release to Obtain a Credit Report	Original & 1 Copy Original & 1 Copy Original Original Original	Office of Personnel Management SF-85P & 86A FD-258 Security Management Office 9-3056 SF-85P & 86A 9-3058 Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Original Original Copy

**SECURITY INVESTIGATIVE FORM REQUIREMENTS
UPDATE APPLICATION FOR CLEARANCE**

CLEARANCE OR CERTIFICATION REQUIRING UPDATE	INVEST. REQ'D.	WAIVERS	FINAL POSITION DESIGNATION	TOTAL FORM & COPY REQUIREMENTS		PACKAGE ASSEMBLY REQUIREMENTS	
				FORMS	NUMBER OF COPIES REQUIRED	OFFICES/FORMS	COPIES
TOP SECRET (SCI)	SSBI-PR Every 5 years	N/A	SS	9-3056 SF-86 & 86A SF-87 Release to Obtain a Credit Report	Original & 2 Copies Original & 2 Copies Original Original	Office of Personnel Management SF-86 & 86A SF-87	Original Original
						Security Management Office 9-3056 SF-86 & 86A Release to Obtain a Credit Report	Original Copy Original
						Office of Financial Management 9-3056	Copy
						Primary Special Security Officer NMD 9-3056 SF-86 & 86A	Copy Copy
TOP SECRET	SSBI-PR Every 5 years	N/A	CS	9-3056 SF-86 & 86A SF-87 Release to Obtain a Credit Report	Original & 1 Copy Original & 1 Copy Original Original	Office of Personnel Management SF-86 & 86A SF-87	Original Original
						Security Management Office 9-3056 SF-86 & 86A Release to Obtain a Credit Report	Original Copy Original
						Office of Financial Management 9-3056	Copy

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				FORMS	NUMBER OF COPIES REQUIRED	OFFICES/FORMS	COPIES
DOE "Q"	SSBI-PR Every 5 years	N/A	CS	9-3056 SF-86 & 86A SF-87 DOE F 5631.18 Release to Obtain a Credit Report	Original & 1 Copy Original & 2 Copies Original Original & 1 Copy Original & 1 Copy	Office of Personnel Management SF-86 & 86A SF-87 Security Management Office 9-3056 SF-86 & 86A DOE F 5631.18 Release to Obtain a Credit Report Department of Energy SF-86 & 86A DOE F5631.18 Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Copy Original Copy Original Copy Copy
DOE "L"	NACLC Every 10 Years	N/A	NCS or CS (DOE "L" + High Risk)	9-3056 SF-86 & 86A SF-87 DOE F 5631.18 Release to Obtain a Credit Report	Original & 1 Copy Original & 2 Copies Original Original & 1 Copy Original & 1 Copy	Office of Personnel Management SF-86 & 86A SF-87 Security Management Office 9-3056 SF-86 & 86A DOE F 5631.18 Release to Obtain a Credit Report Department of Energy SF-86 & 86A DOE F 5631.18 Release to Obtain a Credit Report Office of Financial Management 9-3056	Original Original Original Copy Copy Original Copy Original Copy Copy

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